

# Faculty Handbook

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## 2.5 Rank and Tenure Records

Saint Mary's College of California

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## 2.5 **RANK AND TENURE RECORDS**

### 2.5.1 FACULTY RANK AND TENURE FILE

Faculty members may review their Rank and Tenure files in the Office of the Academic Affairs 24 hours after receipt of a written request by that office. File review guidelines are in the Office of Academic Affairs.

### 2.5.2 FACULTY RANK AND TENURE ROSTER

By July 15th of each year, the Provost will publish and the chair of the Rank and Tenure Committee will distribute to the faculty and the Student Rank and Tenure Committee a final *Faculty Roster* of tenure-track faculty (those who hold academic rank and who carry a full-time instructional load per scholastic year, those in the above category whose instructional and/or administrative duties have been the equivalent of a full-time instructional load, and those in the above category who (1) are on official full- or part-time academic, sick, family or medical leave, or pregnancy leave; (2) have tenure and are on sabbatical; (3) have tenure and have taken the option of a reduction in the full-time instructional load). The *Faculty Roster* will include the rank and number of years teaching at the College and at other colleges and the tenure status of each member.